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DD/S&T#141-72
14 January 1972

MEMORANDUM FOR: Chief, Regulations Control Branch, DDS
SUBJECT : DD/S&T Directive and Notice Issuances

1. This memorandum is for your information only.
2. A survey was conducted in this Directorate to ascertain what methods were being used to keep our people informed on operational, administrative, and employee activity matters. All of our components have some form of office directive or notice system.
3. Listed below by component are the titles of the issuances and general identification:

O/DD/S&T:

DD/S&T Instructions - These instructions are comparable to Agency regulations and conform to the Agency regulatory subject category system.

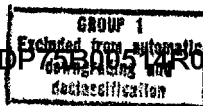
DD/S&T Notices - These notices are temporary in nature and usually reflect activities which are found in the Agency Headquarters Notices. They are numbered consecutively as they are created and do not "break off" at the end of each calendar year.

OCS/DD/S&T:

OCS Notices - These notices are used for directives, administrative and employee activity issuances. They conform to the Agency regulatory subject category system and "break off" at the end of each calendar year.

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ORD/DD/S&T:

ORD General Notices - These notices are used for directives, administrative and employee activity issuances. They are numbered consecutively as they are created. They do not "break off" at the end of each calendar year.

OSA/DD/S&T:

OSA Directives - These are regulatory issuances which are operational in nature and are structured to conform with the Agency regulatory subject category system.

OSA Notices - These notices reflect activities similar to which would be found in the Agency Headquarters Notices and they follow the format of the Agency regulatory subject category system.

OEL/DD/S&T:

OEL Notices - These notices are used for operational, administrative, and employee activity matters. The Agency regulatory subject category system is followed, but they "break off" at the end of each calendar year.

OSP/DD/S&T:

OSP Memorandum - These issuances conform to the Agency regulatory subject category system. These memoranda are used for operational, administrative, and employee activity matters. They "break off" at the end of each calendar year.

FMSAC/DD/S&T:

FMSAC Notices - These notices do not use the Agency regulatory subject category system. They are numbered consecutively and "break off" at the end of each calendar year. They are used for operational, administrative, and employee activity information.

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SUBJECT: DD/S&T Directive and Notice Issuances

OSI/DD/S&T:

OSI Notices, OSI Regulations, and OSI Handbooks - These issuances use the Agency regulatory subject category system. They do not "break off" at the end of each calendar year.

SPS/DD/S&T:

SPS General Notices - These notices are used for operational, administrative, and employee activity matters. They are numbered consecutively and do not "break off" at the end of each calendar year.

4. We have been informed by a few of the Offices that they are in the process of revising their directives and notices system. You may contact me on extension or on extension if additional information is needed.

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Chief, Administrative Support Staff
DD/S&T

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